

DRAFT

NJBC Breastfeeding Friendly Worksite Recognition Program

DRAFT Check List or “To Do” List

- Application rec'd by website administrator(s)
- NJBC website administrator emails “acknowledgment of receipt” to the Worksite application contact (with a blind copy to the Worksite Recognition Program (WRP) Committee members)
- WRP Committee responsibilities for each worksite:
 - ~Quarterly review (at minimum) and formal verification of eligibility
 - ~call contact at worksite with outcome (good news or more info. required)
 - ~inquire as to established written worksite policy and whether sample on NJBC website is of possible help
 - ~ email NJBC website administrator to add each newly approved site listing for website
 - ~email Trustees with news of each approved worksite
 - ~discuss additional PR with worksite contact (NJBC Facebook page, Blog, local news media, other?)
 - ~send NJBC press release to local news media (*with worksite approval*)
 - ~send info. for NJBC Facebook posting, Blog, etc. (*with worksite approval*)
 - ~prepare and *bring/send “framed recognition letter/certificate” to worksite (*personal delivery by a local NJBC member with potential for pictures for Facebook etc., preferred, if possible.)
 - ~announce new worksites at NJBC Membership meetings
- Consider future ongoing outreach and PR

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